



PARKS AND RECREATION COMMISSION AGENDA REPORT

MEETING DATE: FEBRUARY 25, 2004

ITEM NUMBER: 4

SUBJECT: APPOINTMENT OF A CHAIRPERSON AND VICE CHAIRPERSON

DATE: FEBRUARY 3, 2004

FROM: PUBLIC SERVICES DEPARTMENT

PRESENTATION BY: WILLIAM J. MORRIS, PUBLIC SERVICES DEPARTMENT

FOR FURTHER INFORMATION CONTACT: WILLIAM J. MORRIS - (714) 754-5343

RECOMMENDATION

Staff recommends appointment of a Chairperson and a Vice Chairperson for an approximately one-year term beginning with the February, 2004 meeting.

BACKGROUND

The Chairperson and Vice Chairperson were appointed at the March 26, 2003 Parks and Recreation Commission meeting. As of January 1, 2004, the Chairperson resigned her position. Therefore, the Vice Chairperson has been filling in in her absence. In accordance with Section 12-57 of Title 12 of the City's Municipal Code (Attachment 1) the Chairperson and Vice Chairperson are to be appointed from amongst the Commissioners on an annual basis.

ANALYSIS

The Commission relies heavily on the Chairperson position and Vice Chairperson position (in the absence of the Chairperson), to lead and direct the monthly Parks and Recreation Commission meetings. Since the existing Chairperson is no longer a member of the Commission, and the Vice Chairperson has served for the last year, it is appropriate at this time for the Commission to consider these positions vacant, and to accept nominations at this time for the upcoming year. This will allow for the continued orderly conduct of the monthly meetings, and will meet the intent of the City of Costa Mesa Municipal Code for annual elections.

The attached outline (Attachment 2) is suggested for selecting a Chairperson and Vice Chairperson.

ALTERNATIVES CONSIDERED

The Commission could elect not to appoint a Chairperson and a Vice Chairperson at this time; however, this may affect the ability of the Commission to conduct its monthly meetings in the future. It would also be in violation of Section 12-57 of Title 12 of the City's Municipal Code.

FISCAL REVIEW

No fiscal review is required for this item.

LEGAL REVIEW

No legal review is required for this item.

CONCLUSION

The City's Municipal Code requires that the Parks and Recreation Commission annually appoint a Chairperson and Vice Chairperson to direct the Commission meetings. These positions were last appointed in March 2003. In order to continue to effectively carry out the duties of conducting the monthly Commission meeting, staff recommends the appointment of a Chairperson and Vice Chairperson for a one-year period.

WILLIAM J. MORRIS
Director of Public Services

STEVEN E. HAYMAN
Director of Administrative Services

Attachments:

1. [Section 12-57 of Title 12 of the City's Municipal Code](#)
2. [Selection Procedure for Chairperson and Vice Chairperson](#)